



Volunteer Packet



Dear Prospective Volunteer,

Thank you for your interest in volunteering for the Jefferson County Head Start program. As a Head Start volunteer, you will provide a significant and positive impact in the lives of the children. Along the way you will increase your skills and experiences that you may apply toward career advancement and hopefully enhance your own quality of life as well. Our program does not exist without the help of our volunteers. Your work is not only necessary for our Head Start program to succeed, but it is also greatly appreciated.

Attached is a list of our most common volunteer positions, but feel free to call and discuss any area of the program that you would like to volunteer in that is not listed. To begin the process of volunteering, fill out the Jefferson County Head Start Volunteer Application and return to:

Jefferson County Head Start
Attention: Teresa Lehtinen
5150 Allison St.
Arvada, CO. 80002

Upon receipt of your application you will be notified and scheduled for a volunteer orientation. Please note that all regular volunteers must consent to a background check. In addition, if you will be volunteering over 30 hours a month, you will also need to complete a physical and Tuberculosis test. Please do not hesitate to call me if you have any further questions or concerns. I can be reached at 720-497-7946. We look forward to having you as part of the Head Start family.

Sincerely,

Teresa Lehtinen
Volunteer & Outreach Specialist
Jefferson County Head Start
(720) 497-7946
tlehtine@jeffco.us



Volunteer Opportunities 2015-2016

Parking lot – Supervise parking lot, help enforce parking lot rules.

Greeter – Greet Head Start families and visitors, monitor families coming and going to be sure kids stay with their adults.

Library Attendant – Act as a librarian in our library; checking in/out books to parents, returning books to shelves, helping to find books.

Site Cleaning – Cleaning grounds, sanitizing classrooms, raking, shoveling snow, sweeping, etc...

Classroom Aide – Enjoy many activities with the children which include: greeting children upon arrival, assisting teachers with activities, reading to, listening to and mentoring children, helping with art projects, playing a musical instrument, assisting with meals and watching children on the playground.

Maintenance- Fixing toys/trikes/bikes that break (we provide the parts, you provide the time!)

Food Prep – Assemble, serve and clean up family style lunches and help the children learn good eating habits. Help distribute food bags weekly.

Pickups- Pick up food donations from local restaurants, repack, and help distribute to families.

Special Events – Assist with vending booths, fairs, and events as needed (Cat in the Hat night, Pete the Cat night).

Recruitment Aide – Assist with creating and implementing programs to recruit volunteers and participate in program enrollment campaigns. Help compile and assemble recruitment materials.

Specialty Areas – Do you have a trade or a specialty in your career that can enhance our program? Whether you are a plumber willing to be on-call for a clogged drain, or a painter and can spend a weekend making one of our classrooms look nicer, then we need you!

Donations Welcome- Our families can always benefit from blankets, hats, mittens/gloves, scarves, and shoes!

Bilingual volunteers are welcome and encouraged!

Contact Teresa Lehtinen, Volunteer & Outreach Specialist

At: 720-497-7946 tlehtine@jeffco.us

Our Locations:

Arvada – 5150 Allison St., Arvada, CO.

Wheat Ridge – 12725 42nd Ave., Wheat Ridge, CO.



VOLUNTEER APPLICATION

Instructions: Print all information. If an item does not apply to you or the position for which you are applying, print the letters "N/A" meaning "Not Applicable." Resumes may be included with the completed application. The applicant is required to sign and date the last page of this application. Please read carefully, sign and date.

Personal Information

Applicant's Name:

Last Name	First Name	Middle Initial
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Applicant's Address:

Street Address	City	State	Zip Code
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Home Phone: _____ Cell Phone: _____

Email: _____ Date of Birth: _____

How did you hear about us? _____

General Information

- | | YES | NO |
|---|-----------------------|-----------------------|
| 1. Are you willing to submit to a background check, which includes:
A Central Registry Check of Child Protection Inquiry and a
Colorado Bureau of Investigations check? | <input type="radio"/> | <input type="radio"/> |
| 2. Have you ever been convicted of a felony? If yes, list dates,
location, and resolution of each below. | <input type="radio"/> | <input type="radio"/> |

- | | | |
|---|-----------------------|-----------------------|
| 3. Have you had a recent physical examination | <input type="radio"/> | <input type="radio"/> |
| If not, are you willing to obtain one? | <input type="radio"/> | <input type="radio"/> |
| 4. Have you had a recent tuberculosis test? | <input type="radio"/> | <input type="radio"/> |
| If not, are you willing to obtain one? | <input type="radio"/> | <input type="radio"/> |

Education, Skills, and References

High School Diploma or GED? Yes No

Please list all colleges/vocational/technical schools attended:

Type of School	School Name/Location	# of yrs. Attended	Did you graduate?	Degree/Major

Special Skills, Experience or Qualifications

- Word Processing Spreadsheets Database Data Entry 10-Key by touch
- Typing

Computer Software/Office Equipment:

Professional or Special licenses or Certificates:

Other:

Do you speak Spanish? Yes No

References:

Name: _____

Title: _____ Phone Number: _____

Name: _____

Title: _____ Phone Number: _____

Employment History

Present / Last Employer:

Address:

Street

City

State

Zip Code

Supervisor's Name: _____ May we contact? Yes No

Job Title: _____ Employment Dates (mo./yr): From _____ To _____

Description of Job duties:

Reason for leaving:

Present / Last Employer:

Address:

Street

City

State

Zip Code

Supervisor's Name: _____ May we contact? Yes No

Job Title: _____ Employment Dates (mo./yr): From _____ To _____

Description of Job duties:

Reason for leaving:

Other and Signatures

Please tell us a little bit about yourself and why you would like to volunteer for Jefferson County Head Start. Include what location you prefer to volunteer at, what position you prefer and how often you would like to volunteer:

I certify that all the information provided in this volunteer application is true and complete.

Signature of Applicant

Date

Return to:
Jefferson County Head Start
Attn: Teresa Lehtinen
5150 Allison St.
Arvada, CO 80002
(720)497-7946
Fax: (720)898-0664